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Security

**DISPOSITION OF LOST, ABANDONED, OR
UNCLAIMED PROPERTY**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements DOD 4160.21M and establishes base policies for the disposition of lost, abandoned, or unclaimed property located on MacDill Air Force Base, Florida.

SUMMARY OF REVISIONS

This revision incorporates the procedures, information, and requirements formerly in MACDR 125-5, and changes the time requirement for holding property when the owner is known from 120 days to 90 days.

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1. RESPONSIBILITIES: The Commander, 6th Support Group (6 SPTG/CC), will appoint a board of three officers to serve on a continuing basis as the base Property Disposal Board. The appointment will be in writing and one member will be selected to serve as chairperson. The Defense Reutilization and Marketing Office (DRMO) and 6th Security Police Squadron personnel may not serve as board members.

2. DEFINITION : Lost, abandoned, or unclaimed property is defined as any privately owned property that has come into custody or control of any private military department and which is unclaimed by the owner.

3. PROCEDURES :

3.1. 6th Security Police Squadron (6 SPS):

3.1.1. When privately owned personal property such as personal effects, household goods, vehicles, etc., are found or come into the custody or control of MacDill Air Force Base and has apparently been lost, abandoned, or left unclaimed for any reason by owner, it will be immediately

released to the Security Police Desk Sergeant, Bldg 528, or Security Police Investigations, Bldg 528, Rm 112, for safekeeping and to establish accountability.

3.1.2. Accountability will be established through the use of AF Form 52, Evidence Tag. The property and the AF Form 52 will then be released to the Security Police Custodian who will maintain custody of the property.

3.2. Property Disposal Board:

3.2.1. The board will examine the property and prepare a written and dated inventory thereof, including its current fair market value. The board will conduct diligent inquiries to locate the owner (s) or heirs, next of kin, or legal representative.

3.2.2. Property valued at less than \$25.00 fair market value for which an owner cannot be identified will be kept for a minimum of 30 days during which time, as a minimum, the property will be advertised in the Base Official Bulletin at least one time every other week for four consecutive weeks.

3.2.3. Property valued at more than \$25.00 fair market value for which an owner cannot be identified will be kept for a minimum of 90 days during which time the property will be advertised in the Base Official Bulletin as mentioned above.

3.2.4. Property valued at more or less than \$25.00 fair market value for which an owner has been identified will be kept for a minimum of 90 days.

3.3. Abandoned Vehicles:

3.3.1. An abandoned vehicle is any vehicle that does not display the below listed state and base motor vehicle registration requirements, and for which the owner either cannot be identified or has permanently departed the immediate vicinity of MacDill Air Force Base:

3.3.1.1. Current state license plate(s).

3.3.1.2. Current base registration certificate.

3.3.2. Upon notification of an allegedly abandoned vehicle, the Security Police will conduct an initial investigation to determine ownership of the vehicle by the following means:

3.3.2.1. National Crime Information Computer.

3.3.2.2. Review of MacDill Air Force Base Motor Vehicle Registration files.

3.3.3. If the owner cannot be immediately identified and the vehicle is determined to be abandoned, the vehicle will be cited per DD Form 2504, Abandoned Vehicle Notice, and reporting instructions will be written on the violator's copy.

3.4. Vehicle Impoundment:

3.4.1. If no response to the notice is received by Security Police within three days of the date of the notice, or the owner has failed to comply with those options listed in paragraphs 3.4.4. through 3.4.4.3., the Commander, 6th Security Police Squadron, or his/her designee, will coordinate with the Base Motor Pool personnel to have the vehicle impounded and towed to the impound lot.

3.4.2. The Security Police Property Custodian or a designated Security Police Investigator will accompany the towing of the vehicle to the impound lot and will inventory the vehicle and its contents. Prior to towing, the vehicle will be photographed to depict existing damage, if possible.

3.4.3. An entry will be made in AF Form 53, Security Police Desk Blotter, along with a DD Form 1569, Incident/Complaint Report.

3.4.4. If ownership is determined, the owner will be given three options:

3.4.4.1. Have all discrepancies repaired within three days.

3.4.4.2. Remove the vehicle from MacDill Air Force Base within three days.

3.4.4.3. Sign the title over to the government for disposition, using the reverse side of DD Form 2507, Notice of Vehicle Impoundment. No towing fees are assessed if title is signed over to the government.

3.4.5. A DD Form 1569 will be sent to the owner's commander for action on all vehicles impounded.

3.5. Release From Impoundment. Before a vehicle is released from impoundment, the vehicle owner/custodian must pay the towing costs. Towing costs for each vehicle will be \$50.00. The Security Police Property Custodian, upon verification of ownership, will complete a DD Form 1131, Cash Collection Voucher, for the amount of the towing fee and direct the owner to the Accounting and Finance Office. After paying the fee, the owner will present the voucher receipt to 6th Security Police Squadron Investigations (6 SPS/SPOI), who will then release the vehicle from impoundment.

3.6. Property Other Than Vehicles:

3.6.1. Other property such as bicycles, clothing items, wallets, purses, etc., will be stored in the Security Police Found Property Room, Bldg 528, Rm 124, and or/the SPOI Impound Lot for safe-keeping.

3.6.2. Firearms and ammunition will be stored in the Security Police Evidence Locker inside the Security Police Armory, Bldg 528, Rm 111.

3.6.3. Contraband items such as drugs, numchuks, brass knuckles, knives, fireworks, etc., may be destroyed by the Security Police Property Custodian once it is determined by the 6th Air Base Wing, Staff Judge Advocate (6 ABW/ JA) that the item is no longer of evidential value. This destruction will be witnessed and annotated in the evidence log book as well as AF Form 52.

3.7. Turn In To The Thrift Shop And DRMO. When diligent efforts to determine the owner, his/her heirs or next of kin, or legal representative are unsuccessful, the property may be turned over to the Thrift Shop or DRMO, MacDill Air Force Base. The chairperson of the Property Disposal Board will instruct the Security Police Property Custodian in writing to release the property to either the Thrift Shop or DRMO. The chairperson will also provide the Security Police Property Custodian with the following documents:

3.7.1. A completed DD Form 1348-1, DOD Single Line Item Release/Receipt.

3.7.2. Copy of the inventory for use in establishing accountability.

3.7.3. Name of owner if known.

3.7.4. One of the following:

3.7.4.1. A properly executed release document.

3.7.4.2. Finding. The finding will be a clear and concise statement of the facts established and the conclusions of the board. (NOTE: A vehicle with a lien can only be turned in if a release

from the lien holder is obtained. All liens will be verified through the Department of Motor Vehicles, Tallahassee, FL.) Upon receipt of the required documents, the Security Police Property Custodian will immediately release the property to the Thrift Shop or DRMO. Once the turn in is complete, the Thrift Shop and DRMO receipts and accompanying board documents will be filed with the case file in the Security Police Reports and Analysis files (Bldg 528).

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Commander